BY ORDER OF THE COMMANDER *AIR FORCE MATERIEL COMMAND*	*AIR FORCE INSTRUCTION 33-116* *AIR FORCE MATERIEL COMMAND* *Supplement 1* *6 JUNE 2003* *Communications* *LONG-HAUL TELECOMMUNICATIONS* *MANAGEMENT*

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ AFMC CSO/ITOC	Certified by: HQ AFMC/ITO
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This supplement applies to all AFMC owned/operated installations and organizations, AFMC-supported organizations, AFMC-gained Air National Guard and Air Force Reserve Command units, program offices, etc. This supplement contains guidelines and procedures for managing long-haul telecommunications under AFMC jurisdiction. It is recommended that each base communications and information systems officer (CSO) develop a supplement to outline local procedures for managing long-haul telecommunications. Base supplements can add to, but not take away from, the AFI and MAJCOM supplement.

SUMMARY OF REVISIONS

This is the fourth publication of AFI 33-116/AFMC Sup 1. Changes required due to revision of basic AFI.

AFI 33-116, 17 April 2002, is supplemented as follows:

1. AFMC units must obtain all long-haul telecommunications through the procedures in this instruction. All long-haul communications will be requested using a Telecommunications Request (TR) via the DISA Direct WEB Order Entry (WOE) System, at **https://www.ditco.disa.mil/products/asp/welcome.asp**.

2.2.2. Geographically Separated Units (GSUs) and Contractor locations do not fall under this policy. GSU connections must be funded for by the MAJCOM or user, and contractor connections must be funded for by the contractor through the Government agency.

3.1.1.1. Field units must ensure they have an AFMC approved/funded requirement for all requests that will utilize AFMC long-haul funds. The AFMC approved requirement number will be cited in the Justification and Approvals section of the TR.

4.1.2. Field units will identify their requirements for additional DSN service to AFMC CSO/ITOC using an approved requirements document and CJCSI 6215.01.

4.2.1. In accordance with ASD(C3I) policy, 22 Aug 99, and supporting AFMC memorandum, 13 Oct 99, *Unclassified but Sensitive Internet Protocol Router Network (NIPRNet),* where available, is the only approved internet access provider. All unauthorized direct connectivity to the internet must be terminated and connectivity established via NIPRNet.

4.7.1. Users must submit requests for Defense Satellite Communications Systems and commercial SAT-COM service approved through the CJCSI 6250.01, *Satellite Communications*, and process before submitting the TR.

4.9.1.1. INMARSAT service is user or MAJCOM funded, for both terminals and airtime usage. Approval is at the MAJCOM level.

4.12.3. The customer must submit an approved AF Form 3215 or other approved C & I service request from their local communications and information systems officer with the application as described in paragraph 4.11.4.1 of the basic AFI. Ensure procedures are established to verify I/EMSS billing as required by AFI 33-111.

5.1.2. If AFMC field units anticipate invoking NS/EP, call the AFMC CMO (AFMC CSO/ITOC, DSN 986-0767) during normal duty hours.   Be prepared to discuss the rationale, and justify the need for NS/EP.

6.1. The agency identified in item 409 of the Telecommunications Service Request, must submit the appropriate completion report as prescribed in DISA Circular 310-130-1.

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